DOCUMENT RESUME

ED 338 511 SO 020 985

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TITLE The Intercocta Manual: Towards an International Encyclopedia of Social Science Terms. Reports and Papers in the Social Sciences. No. 58.
INSTITUTION United Nations Educational, Scientific, and Cultural Organization, Paris (France).
REPORT NO ISBN-92-3-102556-2
PUB DATE 88
NOTE 166p.
AVAILABLE FROM Bernam Unipub, 10033-C, M. L. King Highway, Lanham, MD 20706-4391.
PUB TYPE Reports - Descriptive (141) -- Reference Materials - Vocabularies/Classifications/Dictionaries (134)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Encyclopedias; Foreign Countries; Glossaries; Guidelines; International Cooperation; International Programs; *Lexicography; *Reference Materials; *Social Sciences
IDENTIFIERS *INTERCOCTA Conceptual Glossary; *Nomenclator

ABSTRACT

Developed as a guide for persons who intend to prepare a "nomenclator," this manual is a conceptual glossary whose items are classified according to a particular taxonomy and designed primarily to help scholars and authors write more clearly and succinctly. The guidelines that are set forth have developed from the preparation of the first "INTERCOCTA Conceptual Glossary." (The acronym stands for International Cooperation in Conceptual and Terminological Analysis.) Nomenclators are designed to be continuously revised and updated by specialists in a given field of knowledge whenever new concepts and terms emerge in the course of research. This manual contains 11 chapters: (1) Introduction; (2) Structure of the manual; (3) Processes and phases; (4) Preparation; (5) Parameters; (6) Records; (7) Index to terms; (8) Bibliography and source index; (9) Conspectus; (10) Front matter; and (11) Networking. Four appendices are included: (1) Rules for an INTERCOCTA glossary; (2) Samples from a conspectus; (3) Classification for community development; and (4) Excerpts from the Dahlberg Report. A glossary with definitions of technical terms used in the manual also is included. (DB)

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